

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF AVIATION**  
**5702 Gulfstream Road**  
**Richmond, Virginia 23250-2522**  
(804) 236-3637, Ext: 102  
1-800-292-1034, FAX: (804) 236-3635

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**SECTION A.**

- |       |   |                          |   |
|-------|---|--------------------------|---|
|       | 1 | <input type="checkbox"/> | <b>Application for a Public-Use Airport License.</b>                    |
| Check | 2 | <input type="checkbox"/> | <b>Application to Add a Runway to a Licensed Public-Use Airport.</b>    |
| One   | 3 | <input type="checkbox"/> | <b>Application to Extend a Runway of a Licensed Public-Use Airport.</b> |
|       | 4 | <input type="checkbox"/> | <b>Application to Transfer Public-Use Airport License</b>               |
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**SECTION B.**

Name of Airport: \_\_\_\_\_

Location of Airport: \_\_\_\_\_  
Direction and distance to nearest City or Town, or Latitude and Longitude

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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**SECTION C.**

**For items 1, 2, and 3 in Section A above, provide information checked.**

- a) ☐ Signed copy of the resolution of the airport's governing body or owner supporting or requesting a new runway, runway extension, or a new airport.
- b) ☐ Copy of the airport's property map displaying the proposed airport, runway extension, or new runway, together with a copy of the most recently approved Airport Layout Plan or Master Plan showing the proposal.
- c) ☐ Letter or other evidence that the proposed airport, new runway, runway extension complies with any local zoning ordinance and/or zoning requirements.
- d) ☐ Copy of FAA Form 7480-1, "Notice of Landing Area Proposal" .
- e) ☐ Copy of an environmental assessment report or analysis pursuant to Title 5.1.7 of the Code of Virginia.
- f) ☐ Copy of Financial Responsibility Certification Form (Title 5.1-88.8 of the Code of Virginia).
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**SECTION D.**

**For item 4 in Section A above, provide information checked.**

- a) ☒ Copy of Sale Agreement
- b) ☒ Recordable Assumption Agreement by Transferee
- c) ☒ Copy of Financial Responsibility Certification Form (Title 5.1-88.8 of the Code of Virginia).
- d) ☐ Copy of the Airports most recent Airport Layout Plan
- e) ☐ Copy of Airport Property Map

**Public-Use Airport License**  
**Adding a Runway to a Licensed Public-Use Airport**  
**Extending a Runway of a Licensed Public-Use Airport**  
**Transferring Public-Use Airport License**  
**(Continued)**

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The undersigned submits this application to the Virginia Department of Aviation in accordance with Title 5.1-7 and Title 5.1-88.7 of the Code of Virginia, and Part III of the Regulations Governing the Licensing and Operation of Airports and Aircraft and Obstructions to Airspace in the Commonwealth of Virginia (24 VAC 5-20-10, et set.). The undersigned also certified that they are the owner, or owner's legal representative, of the airport or proposed airport for which the license is being sought.

The undersigned acknowledges that the license requested will not be issued by the Department of Aviation unless and until all supporting materials, including evidence of financial responsibility, maps and other documents, have been properly submitted and approved; any necessary hearings have been held and required reports prepared, submitted and accepted; and the FAA has granted appropriate airspace for the safe operation of the modified or proposed facility.

**Applicant:** \_\_\_\_\_

**Enclose Payment of  
\$25.00 made payable  
to the Treasurer of  
Virginia**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

DEPARTMENT OF AVIATION USE	DATE
Application Received:	
All Materials Received:	
Sent to Attorney General Office for Review	
Received back Attorney General Office	
License Issued:	
License Denied:	